

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-98-13111/0001	3. EFFECTIVE DATE 07/29/98	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-98-13111	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency BID/PROPOSAL ROOM (3803R) 401 M Street, S.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-98-13111
		(✓)	9B. DATED (SEE ITEM 11) 07/15/98
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or © By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JEWEL A. CARTER	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

The subject RFP is hereby amended to reflect the following changes and to provide the attached questions and response.

- 1) SF 33, Block 9, changed proposal due date from: 8/17/98 to: 9/1/98.
- 2) B.2 Work Assignments, (c), para 3 has been changed from: 15 calendar days to: 20 calendar days
- 3) M.7 Evaluation Factors for Award, Corporate Experience has been modified.
- 4) Attachment 1, Technical Proposal Instructions, Section 4.A., line 8, changed from: "Only four" to: "Up to five".
- 5) Attachment 7 Cost Proposal Instructions, reference to Option for Increased Quantity has been deleted.
- 6) Attachment 7 Cost Proposal Instructions the total technical hours has been changed from 155,000 to 165,000.
- 7) Attachment 7 cost Proposal Instructions, ODC's, categories Travel and Miscellaneous have been modified.
- 8) Attachment 5 Sample Work Assignments have been deleted in its entirety and replaced with the attached
- 9) H.6 Definition of Labor classification, Level 3 and 4 has been deleted in its entirety and been replaced with the attached.
- 10) H.10 Limitation of Future Contracting, Alt V, (c), has been deleted in its entirety and replaced with the attached.
- 11) Attachment 4, Statement of Work, Note: There is no #4.
- 12) Questions and Answers

B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74) (APR 84)

(a) The Contractor shall perform work under this contract as specified in written work assignments issued by the Contracting Officer.

(b) Each work assignment will include (1) a numerical designation, (2) the estimate of required labor hours, (3) the period of performance and schedule of deliverables, and (4) the description of the work.

© The Contractor shall acknowledge receipt of each work assignment by returning to the Contracting Officer a signed copy of the work assignment within five (5) calendar days after its receipt. The contractor shall begin work immediately upon receipt of a work assignment.

Within fifteen 15 calendar days after receipt of a work assignment, the Contractor shall submit two (2) copies of a work plan to the Project officer and one (1) copy to the Contracting Officer. The work plan shall include a detailed technical and staffing plan and a detailed cost estimate.

Within **20 calendar days** after receipt of the work plan, the Contracting Officer will provide written approval or disapproval of it to the Contractor.

If the Contractor has not received approval on a work plan within forty-five calendar days after its submission, the contractor shall stop work on that work assignment. Also, if the Contracting Officer disapproves a work plan, the Contractor shall stop work until the problem causing the disapproval is resolved. In either case, the Contractor shall resume work only when the Contracting Officer finally approves the work plan.

(d) This clause does not change the requirements of the "Level of Effort" clause, nor the notification requirements of either the "Limitation of cost" or "Limitation of funds" clauses.

(e) Work assignments shall not allow for any change to the terms or

conditions of the contract. Where any language in the work assignment may suggest a change to the terms or conditions, the contractor shall immediately notify the Contracting Officer.

(f) Within 20 days of receipt of the work assignment or similar tasking document, the contractor shall provide a conflict of interest certification.

Before submitting the conflict of interest certification, the contractor shall initially search through all of its available records to identify any actual or potential conflicts of interest. During the first three years of this contract, the contractor shall search through all records created since the beginning of the contract plus the records of the contractor prior to the award of the contract until a minimum of three years of records are accumulated. Once three years of records have accumulated, prior to certifying, the contractor shall search its records, at a minimum, over the past three years immediately prior to the receipt of the work assignment or similar tasking document. In the COI certification, the Contractor must certify to the best of the Contractor's knowledge and belief, that all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that to the best of the Contractor's knowledge and belief, no actual or potential organizational conflicts of interest exist. In addition, the contractor must certify that its personnel who perform work under this work assignment or relating to this work assignment have been informed of their obligation to report personal and organizational conflicts of interest to the contractor. The certification shall also include a statement that the contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this work assignment.

2. The clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (SEP 1996)" has been modified. The text is as follows:

M.7 EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (SEP 1996)

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government, cost or price and other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Technical Evaluation Criteria:

1. Corporate Experience
- 2 Key Personnel
3. Past Performance
4. Technical Expertise/Sample Work Assignments

1. **Corporate Experience**

Offerors will be evaluated on their corporate experience in the areas of characterization, remediation, and monitoring of hazardous wastes while performing and managing work similar to the multi-disciplinary technology

information transfer and training requirements specified in the SOW.

Offerors shall describe their corporate experience (including subcontractors and affiliates) in providing services that are the same or similar to Tasks 1-6 of the SOW included in Section C. Specifically, offerors shall submit a list of **ten** contracts and subcontracts currently in process, or completed within the past three years, which are similar in nature to this requirement. Contracts listed may include those entered into with Federal, State and local governments, and commercial businesses **in excess of \$1M. This information may be submitted in a matrix format and/or should be an attachment rather than the 50 page requirement for the proposal.** Specifically, the Offeror (including all proposed team subcontractors) shall provide the following information for each contract/subcontract listed:

- a. name of contracting activity/commercial business;
- b. contract title and number;
- c. contract type and total contract/subcontract value;
- d. brief description of contract/subcontract and the technology areas involved;
- e. period of performance.
- f. any affiliation between offeror and client

This list shall demonstrate the Offeror's (including prime contractor, team subcontractors and consultants) experience in managing multi-tasked and multi-disciplinary contracts that are similar to the scope, dollar amount and complexity of this requirement. The Offeror shall also demonstrate experience in resolving problems similar in nature to those expected under this contract.

2. Key Personnel

- a. General: Offerors shall demonstrate how the personnel skills proposed in your offer will be present for the duration of the contract: (1)describe the capacity of your organization with respect to current manpower availability; indicate if proposed key personnel are full-time, part-time, or contracted consultant employees; (2)state whether employees on which estimates are based are presently on your payroll and available for this work (if not, state number of types of skills of persons who would have to be hired); and, (3)describe your plan for obtaining necessary skills through subcontracting portions (indicate percentages) of the required work.
- b. Offerors shall provide resumes for the key personnel proposed in the "Key Personnel" clause (please see the instructions for filling out the solicitation in the Cost Proposal Instructions). Provide percent availability for this contract, for all key personnel. The total number of proposed key personnel shall not exceed ten (10) individuals.
- c. The resume shall demonstrate that the proposed personnel possess the qualifications (i.e., the education and experience) stated in the Section (H) clause entitled "Definition of Labor Classifications") necessary to successfully manage and perform the Statement of Work (SOW). The discussion of key personnel experience shall include:

I. Program Manager - Offerors shall describe the proposed Program Manager's experience and capabilities, which must include organizing and managing large, complex contracts (including managing subcontractors and consultants) similar to the effort in this RFP, and who must have experience

in the subject areas identified in the SOW. Please provide the contract title, contract number, project officer's name and current telephone number, contract dollar value and contract length in documenting the Program Manager's past experience. The proposed Program Manager must meet or exceed the minimum labor requirements for the P-4 Level in addition to the requirements stated above. One resume shall be submitted for this position.

ii. Project Leaders/Work Assignment Managers - Offerors shall describe the experience and capabilities of the Project Leaders and Work Assignment Managers proposed to support the SOW. No P-Levels are specified for this category. Up to nine resumes may be submitted for these positions.

Past Performance

a. PAST PERFORMANCE QUESTIONNAIRES

I. In addition to the list of corporate experience required above, the Offeror (and all team subcontractors with a proposed subcontract value in excess of \$1 million) shall also complete Part A of the Past Performance Questionnaire (Attachment 3) for any previous and/or current contract and/or subcontract work that the Offeror determines is directly related to the requirements under this RFP. Offerors shall submit one form for each client or reference for whom they have performed work similar in scope to the requirements in the SOW for this RFP. Multiple Project Summaries describing work performed for the same client under the same contract should be included on the same questionnaire form. Questionnaire forms will count toward the 50-page limit of the Offeror's written proposal.

ii. Offerors should not provide general information concerning their performance on the identified contracts. General performance information will be obtained from the references. Offerors may describe any quality awards or certifications that indicate the Offeror possesses a high-quality process for developing and producing the products or services required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, Government quality awards/recognition, and private sector awards or certifications. If not bestowed upon the entire company, identify the segment or division of the company that received the award and/or certification. If the award or certification is more than three (3) years old, present evidence that qualifications still apply.

iii. Offerors shall inform all individuals identified above that EPA Officials will be inquiring into the Offeror's past performance. Offerors should use the "Client Authorization Letter" (Attachment 3), for this purpose. These individuals shall be notified prior to the submittal of this portion of the proposal.

iv. Past Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure the best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size, complexity, and nature of the procurement under consideration. The "Past Performance Questionnaire" (Attachment 3), will be used to collect this information. References other than those identified by the Offeror on the Past Performance Questionnaires may be contacted by the

Government and used in the evaluation of the Offeror's past performance.

v. If no responses are received from a reference, the Government will attempt to contact another reference identified by the Offeror, contact a reference not identified by the Offeror, or complete the evaluation with those references who responded. Attempts to obtain responses from a reference will generally not go beyond two telephonic or written messages. The Government is not obligated to contact all references identified by the Offeror.

vi. Feedback received from references will be compared to each other to note differences and similarities, and the past performance evaluation will be based on all information obtained. Negative responses will only be disclosed to an offeror if discussions are held. Under no circumstances will the individual names of responding references be disclosed.

b. PAST PERFORMANCE SUMMARY

Offerors shall prepare a summary statement of the information contained in their Past Performance Questionnaires that discusses how the information provided relates to the subject SOW and the Offeror's overall approach to supporting EPA under this contract. This narrative, which is subject to the 50 page limitation on written proposals, shall outline the highlights of the Offeror's previous experience and their overall qualifications for effectively meeting the requirements of the SOW.

4. Technical Expertise/Sample Work Assignment

Offerors shall demonstrate and present their technical knowledge concerning the SOW, and approach to addressing the issues identified in the "Sample Work Assignments" (Attachment 1), through oral presentations. In addition to the oral presentation on the sample work assignments, the offerors will be asked a series of questions (all offerors will be asked the same questions) related to other areas of the SOW in order to demonstrate their understanding of the SOW and technical expertise relevant to the SOW. The purpose of the oral presentation will be to obtain information to assess the offerors' understanding of the requirements of the SOW, their knowledge and expertise in performing the tasks identified in the SOW, and their proposed key personnels' expertise and knowledge.

3. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

(a) Technical proposal instructions.

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the Technical proposal.

(2) Special technical proposal instructions:

You are advised to closely read the technical proposal instructions and technical evaluation criteria before preparing a technical proposal. The technical proposal will consist of two parts: (1) a written technical proposal, and (2) an oral presentation to the Government. The Past Performance Questionnaires prepared by the offerors will be used to contact references and to evaluate the offerors' past performance.

The following sections provide further details regarding the written and oral portions of the technical proposal. Please note that the terms "offerors", "you", "your", etc., as used below, refer to the prime contractor, all subcontractors, consultants, and any other team contractors.

I. WRITTEN PROPOSAL

Written proposals should consist of three sections: Key Personnel, Corporate Experience, and Past Performance, which are each linked to the corresponding evaluation criteria detailed in section titled *EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (SEP 1996)* of this RFP. Further detail on the format and content of the requested information is discussed below:

A. GENERAL INSTRUCTIONS

The written technical proposals shall be prepared using the following guidance:

1. **Length** - The maximum length of the written technical proposals shall be limited to 50 typewritten pages (25 double sided pages; anything in excess of 50 typewritten pages will not be considered) on 8 ½ x 11" paper, using no less than 10 point character size and no less than an *average* of 3/4" all around for margins. The following items are *excluded* from the above stated page limitation: letters of transmittal, cover page, table-of-contents, dividers, and briefing charts (maximum 50 pages of charts) to be used in the samples work assignment segment of the oral presentation. Resumes and Past Performance Questionnaires are not excluded from the above stated 50 page limitation. Foldout pages are considered as the total number of 8-1/2 by 11 inch pages or fractions thereof that they fit. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal and adhering to the recommended page limitation. Anything in excess of these page limitations will not be considered.

2. **Organization** - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal and provide the information needed to evaluate the proposal in accordance with the evaluation factors set forth in *EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (SEP 1996)* of this RFP. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:

1. Corporate Experience
2. Key Personnel
3. Past Performance
4. Technical Expertise/Sample Work Assignments

3. **Charts** - In the written proposal, the offerors are encouraged to use quantitative and graphical methods to portray facts whenever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc. These charts are not excluded from the page limitation.

4. **Prohibition of Cost Data** - All costs or pricing details must be omitted from the technical proposal.

5. **Exceptions** - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained in the proposal. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

B. REQUIRED SECTIONS OF THE TECHNICAL PROPOSAL

Proposals will be evaluated based on the information presented in the oral presentations, written proposals, and as discussed under the Past Performance criterion. Such information will demonstrate to the evaluators the Offerors' qualifications in regard to the evaluation factors set forth below, which are to be evaluated and weighted in descending order of importance as follows:

1. CORPORATE EXPERIENCE

Offerors will be evaluated on their corporate experience in the areas of characterization, remediation, and monitoring of hazardous wastes while performing and managing work similar to the multi-disciplinary technology information transfer and training requirements specified in the SOW.

Offerors shall describe their corporate experience (including subcontractors and affiliates) in providing services that are the same or similar to Tasks 1-6 of the SOW included in Section C. Specifically, offerors shall submit a list of all contracts and subcontracts currently in process, or completed within the past three years, which are similar in nature to this requirement. Contracts listed may include those entered into with Federal, State and local governments, and commercial businesses. Specifically, the Offeror (including all proposed team subcontractors) shall provide the following information for each contract/subcontract listed:

- a. name of contracting activity/commercial business;
- b. contract title and number;
- c. contract type and total contract/subcontract value;
- d. brief description of contract/subcontract and the technology areas involved;
- e. period of performance.
- f. any affiliation between offeror and client

This list should demonstrate the Offeror's (including prime contractor, team subcontractors and consultants) experience in managing multi-tasked and multi-disciplinary contracts that are similar to the scope, dollar amount and complexity of this requirement. The Offeror should also demonstrate experience in resolving problems similar in nature to those expected under this contract.

2. KEY PERSONNEL

a. General: Offerors shall demonstrate how the personnel skills proposed in your offer will be present for the duration of the contract: (1)describe the capacity of your organization with respect to current manpower availability; indicate if proposed key personnel are full-time, part-time, or contracted consultant employees; (2)state whether employees on which estimates are based are presently on your payroll and available for this work (if not, state number of types of skills of persons who would have to be hired); and, (3)describe your plan for obtaining necessary skills through subcontracting portions (indicate percentages) of the required work.

b. Offerors shall provide resumes for the key personnel proposed in the “Key Personnel” clause (please see the instructions for filling out the solicitation in the Cost Proposal Instructions). Provide percent availability for this contract, for all key personnel. The total number of proposed key personnel shall not exceed ten (10) individuals.

c. The resume shall demonstrate that the proposed personnel possess the qualifications (i.e., the education and experience) stated in the Section (H) clause entitled “Definition of Labor Classifications”) necessary to successfully manage and perform the Statement of Work (SOW). The discussion of key personnel experience shall include:

I. Program Manager - Offerors shall describe the proposed Program Manager’s experience and capabilities, which must include organizing and managing large, complex contracts (including managing subcontractors and consultants) similar to the effort in this RFP, and who must have experience in the subject areas identified in the SOW. Please provide the contract title, contract number, project officer's name and current telephone number, contract dollar value and contract length in documenting the Program Manager’s past experience. The proposed Program Manager must meet or exceed the minimum labor requirements for the P-4 Level in addition to the requirements stated above. One resume should be submitted for this position.

ii. Project Leaders/Work Assignment Managers - Offerors shall describe the experience and capabilities of the Project Leaders and Work Assignment Managers proposed to support the SOW. No P-Levels are specified for this category. Up to nine resumes may be submitted for these positions.

3. PAST PERFORMANCE

a. PAST PERFORMANCE QUESTIONNAIRES

I. In addition to the list of corporate experience required above, the Offeror (and all team subcontractors with a proposed subcontract value in excess of \$1 million) shall also complete Part A of the Past Performance Questionnaire (Attachment 3) for any previous and/or current contract and/or subcontract work that the Offeror determines is directly related to the requirements under this RFP. Offerors should submit one form for each client or reference for whom they have performed work similar in scope to the

requirements in the SOW for this RFP. Multiple Project Summaries describing work performed for the same client under the same contract should be included on the same questionnaire form. Questionnaire forms will count toward the 50-page limit of the Offeror's written proposal.

ii. Offerors should not provide general information concerning their performance on the identified contracts. General performance information will be obtained from the references. Offerors may describe any quality awards or certifications that indicate the Offeror possesses a high-quality process for developing and producing the products or services required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, Government quality awards/recognition, and private sector awards or certifications. If not bestowed upon the entire company, identify the segment or division of the company that received the award and/or certification. If the award or certification is more than three (3) years old, present evidence that qualifications still apply.

iii. Offerors shall inform all individuals identified above that EPA Officials will be inquiring into the Offeror's past performance. Offerors should use the "Client Authorization Letter" (Attachment 3), for this purpose. These individuals shall be notified prior to the submittal of this portion of the proposal.

iv. Past Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure the best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size, complexity, and nature of the procurement under consideration. The "Past Performance Questionnaire" (Attachment 3), will be used to collect this information. References other than those identified by the Offeror on the Past Performance Questionnaires may be contacted by the Government and used in the evaluation of the Offeror's past performance.

v. If no responses are received from a reference, the Government will attempt to contact another reference identified by the Offeror, contact a reference not identified by the Offeror, or complete the evaluation with those references who responded. Attempts to obtain responses from a reference will generally not go beyond two telephonic or written messages. The Government is not obligated to contact all references identified by the Offeror.

vi. Feedback received from references will be compared to each other to note differences and similarities, and the past performance evaluation will be based on all information obtained. Negative responses will only be disclosed to an offeror if discussions are held. Under no circumstances will the individual names of responding references be disclosed.

vii. Offerors with no past performance history, whose past performance history is clearly not relevant, or for whom past performance data is not available, will be not be evaluated favorably or unfavorably for this criterion. Note: If an Offer does not submit the past performance information required and EPA becomes aware that the Offeror, in fact, has relevant past performance history, the Offeror will be ineligible for award.

b. PAST PERFORMANCE SUMMARY

Offerors shall prepare a summary statement of the information contained in their Past Performance

Questionnaires that discusses how the information provided relates to the subject SOW and the Offeror's overall approach to supporting EPA under this contract. This narrative, which is subject to the 50 page limitation on written proposals, should outline the highlights of the Offeror's previous experience and their overall qualifications for effectively meeting the requirements of the SOW.

4. TECHNICAL EXPERTISE/SAMPLE WORK ASSIGNMENTS

ORAL PRESENTATIONS TO THE GOVERNMENT

A. GENERAL

Offerors shall demonstrate and present their technical knowledge concerning the SOW, and approach to addressing the issues identified in the "Sample Work Assignments" (Attachment 1), through oral presentations. In addition to the oral presentation on the sample work assignments, the offerors will be asked a series of questions (all offerors will be asked the same questions) related to other areas of the SOW in order to demonstrate their understanding of the SOW and technical expertise relevant to the SOW. The purpose of the oral presentation will be to obtain information to assess the offerors' understanding of the requirements of the SOW, their knowledge and expertise in performing the tasks identified in the SOW, and their proposed key personnel's expertise and knowledge. **Up to five** key personnel specifically identified in the written proposal will be allowed to participate in the Oral Presentations.

B. SCHEDULE FOR PRESENTATIONS

Presentations will be scheduled with offerors as soon as possible after the closing date for receipt of proposals. The order in which offerors will make their presentations to the Government will be determined by a drawing of lots by the Contracting Officer after receipt of written proposals. The presentations will be scheduled as tightly together as possible. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations will not be entertained and no rescheduling of presentations will be allowed unless determined necessary by the Government to resolve unanticipated problems.

C. PLACE FOR PRESENTATIONS

Presentations shall be performed in person at EPA headquarters in Washington, DC.

D. VIDEOTAPING

Presentations will be videotaped by the Government. Each offeror will be provided a copy of his own videotaped presentation if requested. Submission of videotapes or other forms of media containing the presentation are not authorized and such technical proposals shall be rejected.

E. PRESENTATION FORMAT

1. Presentations shall be made by the proposed Program Manager and up to five other

members of the proposed Key Personnel staff as determined by the Offeror. Offerors will make their presentations to the EPA selection officials. The presentations must be complete, concise and clear.

2. Offerors shall demonstrate their technical knowledge and understanding of the SOW in presenting their approach to the five Sample Work Assignments (Attachment 1). The presentation shall address:

- a. Major issues they identify concerning the work assignment;
- b. Major milestones or activities for the SOW tasks (sub-tasks);
- c. Estimated time frames/schedules to complete these major milestones or activities;
- d. Decision points and responsible parties making the decision;
- e. Contractor actions, EPA actions, actions by other parties;
- f. Potential problems or bottlenecks to project completion and proposed solutions.
- g. Proposed staff to be assigned to this WA, including their knowledge, skills, abilities, and previous experience in performing similar tasks.

3. Offerors will be given a total of 150 minutes, with no more than thirty (30) minutes maximum for each sample work assignment, to make their presentation regarding the sample Work Assignments. During each presentation, offerors will address their technical approach to the sample work assignments, discussing the issues, processes, schedules, roles and responsibilities, potential problems and associated solutions for the work assignment. No exceptions to this time frame will be allowed, and presentations shall not exceed the allotted time.

--Offerors shall be limited to no more than 50 briefing charts for the entire 150 minute presentation. The briefing charts may be presented using an overhead projector or a data projector. EPA will provide an overhead projector and a lcd data projector with 1024 x 768 dpi resolution. The briefing charts should highlight information in the briefing, not provide a narrative of the briefing content. The Offeror shall provide 5 copies of the briefing charts for use by EPA reviewers at the formal presentation. The briefing charts submitted must be copies of the view charts used during the oral presentation. Any substitution of charts will adversely affect the evaluation of the presentation. Offerors are responsible for providing a person to "flip" the briefing charts, if it will not be done by the briefer.

-- The presenters may use name plates to identify themselves if desired, and the name plates will not count against the 50 chart limit.

--Offerors will also be allowed to write on a flip chart during both the 150 minute and the 60 minute (described below) oral presentations to illustrate their points. EPA will provide the flip chart, flip chart paper, and black, red, blue, and green pen markers.

4. Following the 2 hour presentation on the Sample Work Assignments and any request for clarifications from the Government, offerors will be allowed a 15 minute break. Following the break, offerors will be given six written questions related to other areas of the SOW to answer orally. Offerors will be given sixty (60) minutes to prepare their responses and sixty (60) minutes to present them. Please note that the six questions are intended to be extremely difficult. Potentially, a team of qualified experts could spend days analyzing any one of the issues. The Government expects the offerors to discuss how they would resolve the issues, thereby demonstrating knowledge of all issues concerning

Characterization, remediation and monitoring of hazardous waste sites, applicable regulations and statutes, and related program implementation issues.

5. Responses to the questions must be oral, but the team will have access to the Government supplied flip chart during preparation and may use the flip chart during the presentation as a visual aid. Offerors are welcome to bring written reference materials to the oral presentation to assist in preparing responses. Use of telephones or other outside communications such as E- mail in preparing for the presentation will not be permitted.

6. Following each of the (150 and sixty minute) presentations described above, the Government may request clarification of any points addressed which are unclear and may ask for explanation or substantiation by the Offeror on any point which was not adequately supported in the presentation. Any such interchange between the Offeror and the Government will be for the sole purpose of clarification only, and will not constitute discussions within the meaning of FAR 15.610. **The Government intends to award a contract without discussions.** If the Government determines that discussions and final proposal revisions are necessary, the Offeror will not be permitted to make any revisions to the oral presentation or to the answers given by the Offeror's team during the question and answer sessions in writing or otherwise.

7. NO COST OR PRICING information shall be included in the presentation.

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4.The attachment entitled "PAST PERFORMANCE QUESTIONNAIRE" has been modified.
The text is as follows:

Attachment

PAST PERFORMANCE QUESTIONNAIRE

(Information Provided by Offeror in Proposal)	
Name of Contractor:	_____
Contract Number:	_____
Contract Title:	_____
Total Contract Value:	\$ _____
Period of Performance:	(from) _____ (to) _____
Scoring:	Outs.=5 Avg.=3 Poor=1 AAvg.=4 Unsat.=2

Performance Elements:

5. Customer/Client Satisfaction:

- Satisfaction of End Users with the Contractor's Service

Score: _____

Comments: _____

Information Provided by:

Name of SourceDate

Title

Agency/Firm

Questionnaire Completed by:

5.The attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF COST PROPOSALS" has been modified. The text is as follows:

COST OR PRICING PROPOSAL INSTRUCTIONS

This contract has a three (3) year period of performance (2 year base and 1 year option).

The government anticipates making award on initial offers and to award without discussions. Consequently, offerors are advised to provide the required schedules and supporting documentation necessary in the initial proposal.

The Cost or Price Information shall be provided in two Parts. Part one of the cost or price information requires the offerors to demonstrate how their proposed cost or price provides an adequate reflection of their understanding of the work and ability to perform the contract. Part two of the cost or price information requires the offerors to provide their detailed cost or price breakout to perform the services specified in the statement of work.

Part 1: Proposed Cost or Price Information Assumptions

- (1) number and kinds of labor;
- (2) the Labor Mix Matrix

Part 2: Cost (detailed cost breakdown) or Price Information

Offeror's cost or price proposal shall be in sufficient detail to permit a thorough and complete evaluation by the Government without additional correspondence or communications. During the evaluation, the Government may request clarifications to information contained in the cost proposal. However, the Government anticipates making award on initial offers and to award without discussions.

All information relating to cost or pricing must be included in this volume of the cost proposal. Under no circumstances shall cost or pricing data be included elsewhere. In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the cost schedules

requested below, if this information is available using a commercial spreadsheet program (preferably LOTUS 1-2-3) on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculating the financial data on the disk as well as the basic financial information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal. However, failure to provide sufficient cost details, supporting documentation and the required schedules may result in the rejection of the offer, if in the Government's best interest, rather than holding of discussions. If the Contracting Officer determines that an Offeror's initially proposed costs do not reflect what it would reasonably cost that Offeror to perform the requirements, then the Contracting Officer may make adjustments in accordance with FAR 15.404-1(d)(2)(ii) to the proposed cost to determine cost realism.

- I. GENERAL -The offerors shall submit a signed Proposal Cover Sheet and information other than cost and pricing data as set forth below. Summary data shall be placed on the Proposal Cover Sheet (Table A) and supporting information on the schedules. Provide detailed cost or pricing data (cost schedules) as follows: (NOTE: Included with the instructions for Table A and Schedules 1, 2, and 3 is a cost proposal model that may be used; however, offerors should tailor the model to their own normal accounting practices.

(THE FOLLOWING INFORMATION IDENTIFIES THE GOVERNMENT'S REQUIREMENTS FOR ONE (1) CONTRACT.

- A. Clearly identify separate cost or pricing data associated with any:
 1. A SUMMARY PROPOSAL FOR THE TOTAL CONTRACT PERIOD (3 Years)
 - a A summary proposal for the Total Base Quantities for all periods
 2. A SUMMARY PROPOSAL FOR THE TOTAL CONTRACT PERIOD - BASE QUANTITY (2 Years)
 - a. A summary of the Base Period Quantity for Year 1
 - b. A summary of the Base Quantity for Year 2
- A. Clearly identify all costs and data (rationale) in support of the proposed cost/price.
- B. Submit a current financial statement, including a balance sheet and a statement of profit and loss for the last three (3) complete fiscal years and current year-to-date. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).
- C. If other divisions, subsidiaries, a parent or affiliated companies will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliate and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.

- D. Whenever subcontractor effort is included in the proposed costs, the prime contractor shall include an additional supporting cost summary consolidating all costs (both contractor and subcontractor) by element for each contract period.
- E. The offeror shall propose, for all optional quantities (increments), the same direct and indirect rates proposed in the offeror's cost proposal for the corresponding base and option periods. (i.e., If a labor rate of \$2 is proposed for P-3 in Year One, then a rate of \$2 must be proposed for the optional quantities (increments) in Year One.)
- F. If a team subcontractor does not have an approved accounting system, the Prime is to indicate how it will accommodate the inclusion of this subcontractor for this effort.

Remember, all bid and proposal costs should be proposed consistent with offeror's established accounting practices.

II. DIRECT LABOR

- A. This contract has a three (3) year period of performance. The following yearly breakdown for the period of performance is for administrative purposes only:

a. BASE PERIOD: (Year 1 and 2)

	P4	P3	P2	P1	
TOTAL					
HOURS	21,000	41,850	32,500	14,650	110,000

b. OPTION PERIOD (Year 3)

	P4	P3	P2	P1	
TOTAL					HO
URS	10,500	20,925	16,250	7,325	55,000

TOTAL
TECHNICAL
HOURS

165,000

Attach support schedules indicating types or categories of labor together with labor hours for each category, indicating rate of compensation. Indicate the method used in computing the labor rate. If individual labor rates are proposed, give employee names. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that for the technical effort.

- B. When identifying individuals assigned to the project, specify in which of the professional or technical categories the identified individual belongs. If your company proposes an average rate for a company classification, identify the professional or technical level within which each company category falls.
- C. The direct labor hour mix and personnel proposed as part of the cost proposal shall be the same as proposed in the technical proposal.
- D. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained.
- E. State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.
- F. Administrative/clerical support labor hours and costs should be proposed consistent with your established accounting practices. Indicate what type of administrative/clerical support labor you consider direct labor and estimate hours for each labor category. Provide an explanation for hours and show calculations.

IV. INDIRECT COSTS (overhead, general, and administrative expenses).

- A. Unless your proposed indirect rate(s) have recently been accepted by a contracting agency of the Government, provide detailed supporting computations. These computations may include historical as well as budgeted data. Indicate whether your computations are based upon historical or projected data. If your rates have been recently approved, include a copy of the agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.
- B. The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.
- C. Program Support. The offeror shall identify which elements, if any, of the statement of work's Program Support functions are treated as indirect charges in accordance with the offeror's accepted accounting practice.

- D. Cost ceilings may be required under this contract for the prime or one or more subcontractors. Offerors should review the situations described in FAR 42.707(b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

NOTE: *The Government reserves the right to adjust an offeror's or its subcontractor's estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.*

V. EVALUATION OF OTHER DIRECT COSTS

- A. This contract has a three(3) year period of performance. For evaluation purposes, offerors shall propose the following amounts:

1. PERIOD OF PERFORMANCE -- BASE QUANTITY

For evaluation purposes, offerors are required to propose the following other direct costs for the base quantity of the base period.

<u>Other Direct Costs</u>	
<u>Items</u>	<u>Total</u>
Travel	\$400,000
Miscellaneous ODCs	\$825,000

2. OPTION PERIOD 1

For evaluation purposes, offerors are required to propose the following other direct costs for the option period:

<u>Other Direct Costs</u>	
<u>Items</u>	<u>Total</u>
Travel	\$200,000
Miscellaneous ODCs	\$415,000

B. Other Direct Costs

1. Attach a schedule detailing how other direct costs were computed. Identify the major ODC items that under your accounting system would be a direct charge on any resulting contract.
2. If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.

C. Travel Expense

1. Attach a schedule illustrating how travel was computed. Include a breakdown indicating the number of trips, number of travelers, destination, purpose and cost.
2. If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect cost and fee.

D. Equipment (not including special equipment).

1. If direct charges for use of existing contractor equipment are proposed, provide a description of these items and details of the basis of such charges.
2. If equipment purchases are proposed, provide a description of these items, details of the proposed costs (including at least three price quotes), and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.
3. Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.

E. Facilities and special equipment, including tooling.

1. If special purpose facilities or equipment is being proposed, provide a description of these items, details of the proposed costs including competitive prices, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.
2. If fabrication by the prime Contractor is contemplated, include details of material, labor, and overhead.

F. Consultant service.

Identify the contemplated consultants. State the amount of service estimated to be required and the consultant's quoted daily or hourly rate.

G. Subcontracts.

The Offeror shall submit cost or pricing data to the Government for subcontracts that are the lower of either--

1. \$10,000,000 or more; or
2. More than \$500,000; or
3. More than 10% of the prime contractor's proposed price.

The Offeror shall conduct appropriate cost or price analysis to establish the reasonableness of the proposed subcontract prices. The results of these analysis should be included in the cost proposal. The prime contractor should include details of subcontract costs in the same format as the prime contractor's costs.

Offerors that enter into subcontracts other than on a cost-reimbursement type basis may make appropriate adjustments to the instructions and schedules. Information as to the type of subcontract contemplated and documentation to show why the contract type (i.e. fixed price, time & materials, labor hour, cost-reimbursement, etc.) is anticipated must be included.

The Government reserves the right to request additional cost and price data to be submitted by the prime contractor at lower dollar thresholds than that stated above, if the Government determines that discussions will be held.

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TABLE A

PROPOSAL COVER SHEET				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER			
2a. NAME OF OFFEROR				3A. NAME OF OFFEROR'S POINT OF CONTACT			
2c. STREET ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT			
				3c. TELEPHONE		3c. FACSMILIE	
2d. CITY	2e. STATE	2f. ZIP CODE		AREACOD E	NUMBER	AREA CODE	NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT (<i>Check</i>) FFP CPFF CPIF CPAF FPI OTHER (<i>Specify</i>)				5. PRIME OFFEROR SUBCONTRACTOR _____ PRIME OFFEROR'S NAME			
ESTIMATED COST, FEE AND PROFIT INFORMATION							
ESTIMATED COST							
FIXED FEE							
TOTAL PRICE							
7. PROVIDE THE FOLLOWING							
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY			
STREET ADDRESS				STREET ADDRESS			
CITY	STATE	ZIP CODE		CITY	STATE	ZIP CODE	

SCHEDULE 1

COST PROPOSAL MODEL

CONTRACT SUMMARY - BASE AND OPTION PERIOD

COST ELEMENT

	TOTAL	HOURS	TOTAL	HOURS	TOTAL	TOTAL
A. DIRECT LABOR						
P4						
P3						
P2						
P1						
TECHNICIAN						
1 TOTAL PROFESSIONAL LOE						
2 TOTAL CLERICAL HOURS						
TOTAL - DIRECT LABOR						
B. FRINGE: <i>(IF APPLICABLE)</i>						
_____ % (IDENTIFY BASE)						
C. LABOR OVERHEAD:						
_____ % (IDENTIFY BASE)						
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD						
D. OTHER DIRECT COSTS						
E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS						
1.						
2.						
3.						
TOTAL - SUBCONTRACTORS/CONSULTANTS						
F. SUBTOTAL - ESTIMATED COST WITHOUT G&A						
G. G&A EXPENSE: <i>(IF APPLICABLE)</i>						
_____ % (IDENTIFY BASE)						
H. TOTAL ESTIMATED COSTS						
I. FIXED FEE: _____ % (IDENTIFY BASE)						
J. TOTAL ESTIMATED COST AND FIXED FEE						

PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES

SCHEDULE 2

COST PROPOSAL MODEL

BASE PERIOD - CONTRACT Year 1&2

COST ELEMENT

BASE
YEAR 1 & 2
HOURS COST

A. DIRECT LABOR

P4

P3

P2

P1

TECHNICIAN

1 TOTAL PROFESSIONAL LOE

2 TOTAL CLERICAL HOURS

TOTAL - DIRECT LABOR

B. FRINGE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

C. LABOR OVERHEAD:

_____ % (IDENTIFY BASE)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS

1.

2.

3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____ % (IDENTIFY BASE)

J. TOTAL ESTIMATED COST AND FIXED FEE

PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES

SCHEDULE 2.1

COST PROPOSAL MODEL

BASE PERIOD - CONTRACT YEAR 1

COST ELEMENT

BASE QUANTITY
YEAR 1
RATE HOURS

A. DIRECT LABOR

 P4

 P3

 P2

 P1

 TECHNICIAN

1 TOTAL PROFESSIONAL LOE

2 TOTAL CLERICAL HOURS

TOTAL - DIRECT LABOR

B. FRINGE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

C. LABOR OVERHEAD:

_____ % (IDENTIFY BASE)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS

1.

2.

3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____% (IDENTIFY BASE)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES****

SCHEDULE 2.2

COST PROPOSAL MODEL

BASE PERIOD - CONTRACT YEAR 2

COST ELEMENT

BASE QUANTITY
YEAR 2
RATE HOURS

A. DIRECT LABOR

- P4
- P3
- P2
- P1

TECHNICIAN

- 1. TOTAL PROFESSIONAL LOE
- 2. TOTAL CLERICAL HOURS

TOTAL - DIRECT LABOR

B. FRINGE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

C. LABOR OVERHEAD:

_____ % (IDENTIFY BASE)

TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS

- 1.
- 2.
- 3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: *(IF APPLICABLE)*

_____ % (IDENTIFY BASE)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____% (IDENTIFY BASE)

J. TOTAL ESTIMATED COST AND FIXED FEE

****PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES****

SCHEDULE 2.3

COST PROPOSAL MODEL

BASE PERIOD - CONTRACT YEAR 3

COST ELEMENT BASE QUANTITY

YEAR 2

A. RATE HOURS
DIRECT LABOR
P4
P3
P2
P1

TECHNICIAN
1. TOTAL PROFESSIONAL LOE
2. TOTAL CLERICAL HOURS

(IF APPLICABLE)

TOTAL - DIRECT LABOR

B. FRINGE: (IF APPLICABLE)
% (IDENTIFY BASE)

C. LABOR OVERHEAD:
(IF APPLICABLE)

% (IDENTIFY BASE)
TOTAL - DIRECT LABOR, FRINGE & OVERHEAD

D. OTHER DIRECT COSTS

E. TEAM SUBCONTRACTORS/SUBCONTRACTORS/CONSULTANTS
1.
2.
3.

TOTAL - SUBCONTRACTORS/CONSULTANTS

F. SUBTOTAL - ESTIMATED COST WITHOUT G&A

G. G&A EXPENSE: (IF APPLICABLE)
% (IDENTIFY BASE)

H. TOTAL ESTIMATED COSTS

I. FIXED FEE: _____% (IDENTIFY BASE)

J. TOTAL ESTIMATED COST AND FIXED FEE

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING

PRACTICES**

Sample WA #1

Training Development and Delivery to Diverse Audiences

CERCLA Education Center-Field Based Site Characterization Technologies Workshops

As Outlined in Contract SOW, the Contractor shall provide training support that will include the design, development, and delivery of national and international instructional courses, seminars and conferences. The purpose of this WA is to revise/develop training materials to reflect current state of technology for field based site characterization methods and deliver the *Field Based Site*

Characterization workshops. Needed are two versions of this training, a three-day course and a one-day condensed version. Tasks include support for 14 deliveries of the one-day course and 5 deliveries of the three-day course, including deliveries in different cities on the same dates. Tasks will also include tailoring deliveries of the training to include demographics of the participants. Participant demographics are identified into groups OSCs only, RPMs only, mixed EPA and DOE, mixed EPA and CE, ASTSWAMO, HSRC conference attendees (which include consulting engineers, EPA other Federal, state, and local hazardous waste officials) and EPA and DOD. This tailoring will include case studies and training on technologies relevant to each group. Contractor support is also required to coordinate comments provided by EPA after each delivery of the workshop, and then incorporate any changes in the training materials identified by those comments for following deliveries.

The Contractor shall revise/develop training materials to reflect current state of technology for field based site characterization methods. Additions and revisions will be made to the training material content as required. Contractor shall identify content from the perspectives of an instructional designer or training specialist and as a technical expert on characterization and sampling technologies.

Example of scheduled deliveries and locations for 1998 :

Three-Day Training

June 23-26	Berkeley, CA	CAL EPA	35
June 28-Jul 1	Berkeley, CA	CAL EPA	35
July 21-23	San Diego	EPA-Navy	35
September 22-24	San Francisco	EPA	35
October 6-8	Cincinnati	ORD-DOE	40

One-Day Training

Date	Location	Audience	Est # Participants
January 15	Atlanta	HSRC	100
January 27	Long Beach, CA	ASTSWAMO	30
January 28	Long Beach, CA	ASTSWAMO	50
March 16	Albuquerque	EPA-CE	90
March 17	Boston	HSRC	100
May 18	Edinburgh, UK	International govts	100
May 19	Edinburgh, UK	International govts	100
May 20	Edinburgh, UK	International govts	100

May 18	Salt Lake City	HSRC	100	
June 10-11	New York City	RPMs	50	
June 30	Washington, DC	Navy, EPA	35	
July 28	Palo Alto	HSRC	100	
October 1	Chicago	HSRC	100	
November 20	San Diego	OSCs	45	

The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource and staff requirements. The contractor will provide intermediate milestone dates by task. Work Plan will not only identify staff to be assigned to this WA, but also briefly demonstrate their knowledge, skills, abilities, and previous experience in performing similar tasks.

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Sample WA #2

Technology Evaluation

NoVOCs In-Well Air Stripping Technology

The purpose of this work assignment is to evaluate the NoVOCs In-well Air Stripping Technology. The evaluation will take place at MCAS Yuma, and NAS North Island.

A contractor is necessary to support EPA in the following activities:

- Provide technical support to EPA by gathering and evaluating technology and site data, plan preparation;
- Conduct pretreatment sampling and sampling for characterization;
- Perform data analysis from pretreatment samples;
- Prepare a Technology Evaluation Plan

consisting of:

- Test Plan
 - Quality Assurance Project Plan (QAPP)
 - Health and Safety Plan;
- Provide permit application and approval assistance;
 - Provide public relations and review support;
 - Conduct site visits and participate at EPA Regional meetings pertaining to the technology evaluation program.
 - Implement the Technology Evaluation Plan developed in this work assignment. The contractor shall oversee and document the site activities, especially the safety, QA/QC, and monitoring activities; perform those activities specified in the Plan; and oversee equipment decontamination and removal at the completion of the technology evaluation.

The contractor will have no direct participation in the operation of the developer's process, which shall be accomplished by the developer and the developer's subcontractors, but shall be involved in evaluating the process in the following ways:

- *The contractor shall provide those services required to conduct the evaluation as specified in the Technology Evaluation Plan.*
- *The contractor shall be present during the technology evaluation to assure and document compliance with the Technology Evaluation Plan.*
- *The contractor shall evaluate and take notes on the suitability of the process and all equipment used during the technology evaluation, and shall obtain cost data for purposes of evaluating the cost effectiveness of the device.*
- *The contractor shall identify any additional types of information on the process that may need to be reported in the final report.*

Develop Dye Trace Study Plan and Health and Safety Plan (HSP)

- The Contractor shall prepare a final EPA-approved dye trace study plan and site-specific Health and Safety Plan (HSP) for implementing a dye trace study to evaluate the radius of influence of the NoVOCs™ technology. The plan will be developed using information already developed by the Contractor for the Technology Evaluation Plan (TEP)/Quality Assurance Project Plan (QAPP) In addition, the Contractor will provide technical support to (1) evaluate the presence of potential background fluorescent interference in the groundwater and (2) evaluate results of the injection of fluorescent tracer dyes in the groundwater.

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The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource requirements. The contractor will provide intermediate milestone dates by task in accord with the guidance provided by EPA. Work Plan will not only identify staff to be assigned to this WA, but also briefly demonstrate their knowledge, skills, abilities, and previous experience in performing similar tasks and technology evaluations.

Sample WA #3

International Training and Technology Transfer

Environmental Technology Program: Brazil

The US EPA has agreed to enter into cooperative agreements with governments and organizations outside the U.S. to share U.S. environmental advances. EPA is accomplishing this by developing information exchange programs with requesting nations involving environmental technologies and by demonstrations of U.S. site characterization, remediation and pollution prevention technologies outside of the U.S.

TIO has been requested by the government of Brazil to present a 3-day training/information exchange seminar and a follow-on demonstration of selected U.S. Technologies. The demonstration portion of the project will require participation by private sector U.S. technology vendors. The purpose of this WA is to acquire contractor support to develop and execute this project.

####

The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource requirements. The contractor will

provide intermediate milestone dates by task in accord with the guidance provided by EPA. Work Plan will not only identify staff to be assigned to this WA, but also briefly demonstrate their knowledge, skills, abilities, and previous experience in performing similar tasks and technology evaluations.

Sample WA#4

Report Development

Presumptive Technologies for manufactured Gas Plant Sites

The US EPA has entered into a collaborative agreement with utility industry trade associations to develop tools and approaches to streamline the remediation of manufactured gas plant (MGP) sites. The scope of the effort includes sites cleaned up under brownfields type programs as well as those being addressed under more traditional federal and state cleanup programs, and involves both technological and administrative innovations.

With information supplied from TIO, trade associations, individual utilities, and other interested parties, the contractor shall collect, analyze, refine and disseminate information on 'best' approaches - seeking faster, better, cheaper, smarter approaches, particularly for those MGP sites with redevelopment potential.

This collaborative effort includes preparation of a hard-copy document (presumptive technologies for MGP sites will be documented in a fact sheet format to assist site managers to access information needed) as well as ongoing collection and dissemination of relevant information. Contractor support is required to complete this effort.

The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource and staf requirements. The contractor will provide inmediate milestone dates y task. Work Plan will not only identify staf to be assigned to the WA, but also briefly demonstrate their knowledge, skills, abilities, and previous experience in performing similar tasks.

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Sample WA #5

Research/Report Writing

Report on Optimization of Ground Water Extraction Systems

The U.S. Environmental Protection Agency is currently operating over 600 pump-and-treat systems for the remediation of contaminated ground water at superfund sites. These pump-and-treat systems are expected to require decades of continuous operation to achieve remediation goals. Cost and performance data collected to date indicate that often times the systems are not operating as designed, the recovery efficiency decreases significantly over time, and operation and maintenance costs can be extremely high. However, it is believed that many facilities (both private and public) have optimized the performance of pump-and-treat systems through a wide variety of optimization strategies. The purpose of this Work Assignment is to document these innovative optimization strategies in a report that can be shared with the remediation community.

The contractor shall assess the nature and scope of existing information on pump and treat optimization methods and define this information in a summary report. The contractor shall review approximately 50 research articles provided by EPA regarding pump and treat optimization. In addition, the contractor shall conduct a more detailed literature search on pump and treat optimization based on the initial findings in the 50 articles. The contractor will summarize the findings from the literature reviews and will include these findings along with a list of key references in a draft and final report.

--EPA will provide the contractor names and telephone numbers for up to 70 participants for this study, which include contacts from owners and operators of pump-and-treat systems from private industry, DoD, DoE, EPA Regions, and state regulatory contacts. The contractor will gather summary data regarding their experiences with pump and treat optimization. Seven to ten of the contacts will be selected for a more detailed study. The contractor will gather available data regarding optimization techniques used by the seven to ten contacts for use as detailed case studies to be used as appendices for the report.

The contractor shall prepare a work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each ask, a master networked schedule, and resource and staff requirements. The contractor will provide intermediate milestone dates by task. Work Plan will not only identify staff to be assigned to this WA, bu also briefly demonstrate their knowledge, skills, abilities, and previous experience in performing similar tasks.

#

H. 6 Definition of Labor Classification

Level 4: Plans, conducts, and supervises projects of major significance, necessitating proven managerial skills and knowledge of the regulatory process and statutory requirements contained in the **Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and its amendments and in other major environmental laws/regulations** such as the Resource Conservation and Recovery Act (RCRA), the Clean Drinking Water Act, the Clean Air Act, or the Clean Water Act. Must demonstrate ability to originate and apply new and/or unique methods and procedures **for undertaking product requirements of the SOW**. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Titles: Program Manager, Special Consultant, Chief Scientist or Analyst.

Qualifications and Experience:

1. Ph.D. degree or equivalent, with 5 years or more experience; or
M.S. degree or equivalent, with 10 years or more experience; or
B.S. degree with 14 years or more experience.
2. At least two years technical experience in development and implementation of national and international training activities and technical and technology related information transfer activities.
3. At least one year technical experience dealing with hazardous materials/waste issues.

Experience Factors:

- Minimum of four years experience in supervising multi-disciplinary professionals and general office management including budgetary requirements.
- Knowledge of cross-cutting issues in the environmental technology arena that includes characterization, remediation and monitoring of sites with contaminated groundwater, industrial wastes, municipal solid wastes, domestic sewage/sludges, pesticides, and/or the variety of toxic wastes identified by EPA.

- **Knowledge of environmental characterization, remediation, and monitoring technologies currently employed by, for example, the following : petro/chemical, mining, utilities, agricultural, and transportation industries.**
- **Knowledge of technology-based information transfer issues and methodologies.**

Level 3: Under general supervision of Program Manager, plans, conducts, and supervises assignments on a project by project basis. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress, and evaluates results; makes changes in method, design, or equipment where necessary. Operates with some latitude for unreviewed action or design. Responsible for designing cost effective approaches for analyses, studies, and development activities as required by the Contract.

Titles: Project Leader, Consultant.

Qualifications and Experience:

1. Ph.D. degree or equivalent, with 4 years experience; or
M.S. degree or equivalent, with 6 years experience; or
B.S. degree with 8 years experience.
2. At least one year technical experience dealing with national and international training development and delivery activities.
3. At least one year technical experience dealing with hazardous waste program activities.
4. At least one year technical experience dealing with technical and technology based information transfer activities.

Experience Factors:

- Technical experience in areas directly related to the requirements of

this contract. A minimum of 4 years relevant experience is required.

- Expertise in strategic planning and use of various forecasting techniques **related to the types of projects or products outlined in the SOW requirements.**
- Knowledge of the statutory requirements of major environmental legislation such as, for example, **CERCLA and its amendments.**
- **Knowledge of environmental characterization, remediation, and monitoring technologies currently employed, for example, by the following: petro/chemical, mining, utilities, agricultural, and transportation industries.**
- Knowledge of **technology-based information transfer issues and methodologies.**

**H.10 LIMITATION OF FUTURE CONTRACTING (EPAAR 1552.209-74) (MAR 1997)
ALTERNATE V (MAY 1994)**

© Once the Contractor receives a task order or a work assignment on a particular source category, the Contractor, during the life of this contract, shall not contract with another entity that would present an organizational conflict of interest on the subject matter of the task order or work assignment (e.g. contacting with a manufacturer of a source that a task order or work assignment has been received), unless otherwise authorized by the Contracting Officer.

6. The attachment entitled "QUESTIONS AND ANSWERS" has been added. The text is as follows:

Question No. 1. - Section H.6 - Definition of Labor Classifications (pg. H-4 and H-5) - The labor classification definitions for professional level 4 requires experience that appears to be outside the scope of this contract. Specifically are the following required for this category?

- a. Experience with the Clean Water Act, Clean Air Act and Clean Drinking Water Act.
- b. Experience with industrial waste, such as municipal wastes, domestic sewage/sludge, pesticides and/or toxic waste.
- c. Knowledge of chemical, mining, plastics, petroleum, utilities, agricultural and transportation industries.

RESPONSE NO. 1 - Section H.6 Definition of Labor Classifications (pgs. H-4.and H.5) is hereby deleted. A revised Section H.6 is attached.

Question No. 2 - Section H.6 - Definition of Labor Classifications (pg. H-5) - The labor classification definitions for professional level 3 requires experience that appears to be outside the scope of this contract. Specifically are the following required for this category?

- a. Expertise in strategic planning and use of forecasting techniques.
- b. Knowledge of chemical, mining, plastics, petroleum, utilities, agricultural and transportation industries.

RESPONSE NO. 2 - Section H.6 Definition of Labor Classifications (H.5) is hereby deleted. A revised Section H.6 is attached.

Question No. 3 - Section M.7 - Evaluation Factors for Award - Corporate Experience (pg. M-3) - This section states that the “offerors shall submit a list of all contracts and subcontracts currently in process or completed within the past three years which are similar in nature to this requirement.... The offeror (including all proposed team members) shall provide the following information [items a-f] for each contract listed.”

- a. In recent page-limited RFPs, there has been a statement added to this clause that allows the offeror to provide a minimum number of contracts, rather than the entire list. We estimate that a complete listing (for any offeror and the full team) would potentially occupy a significant number of pages. Therefore, will EPA allow the offeror to identify a minimum or representative amount of contracts rather than a complete list for this proposal? Alternatively, would EPA allow the complete list to be excluded from the page limit?
- b. The past performance criteria only requires that contract information be provided for subcontractors that are proposed in the bid at a value in excess of \$1 million. Does this \$1 million limit apply to this requirement as well?

RESPONSE NO. 3. List only 10 contracts (similar in scope) over the past 3 years in excess of \$1M. This info may be submitted in a matrix format and/or should be an attachment rather than the 50 page requirement for the proposal.

Question No. 4 - Attachment 1, Section 4A and 4E - Please clarify the number of key personnel that may attend the orals. Attachment 1 Section 4A states that only four key personnel may attend; Section 4E states that the Program Manager and up to five other key personnel may attend

RESPONSE NO. 4 - Attachment 1, Section 4A and 4E - Clarification - up to five other key personnel may attend.

Question No. 5 - Section M.7 - Evaluation Factors for Award (pg. M-4) and Attachment 2 - Past Performance Questionnaires - Please confirm that “Part A” of the Past Performance Questionnaire is the top section identified as “Information Provided by Offeror in Proposal” and that this is the only portion of the questionnaire that is to be included in the proposal.

RESPONSE NO. 5 - The offeror should fill out only the top portion of the Past Performance Questionnaire from for each of the POs they want us to contact....the rest of the form should be filled out by the evaluator.

Question No. 6 - Attachment 4 - Statement of Work (SOW) areas - Please confirm that SOW 7 in the RFP (quick response tasks) should be numbered as SOW 4 (per the draft SOW).

Question No. 7 - Attachment 5 - Sample Work Assignments (SWAs) - Please clarify if there are 4 or 5 SWAs. If there are 5, please provide the information on the fifth SWA.

RESPONSE No. 7 - There are 5 sample work assignments in the solicitation. The 5 sample work assignments are provided as an attachment to this amendment.

Question No. 8 - Section L.5 - Quality Assurance Program Plan (QAPP) (pg. L-2) - EPA has provided more recent guidance on this plan. Please clarify whether it is acceptable to submit a “Quality Management Plan”, prepared using the EPA QA/R-2 (August 1994, Draft Interim Final) requirements in place of the QAPP identified in Section L.5. EPA QA/R-2 defines these two plans as equivalent, as the Quality Management Plan addresses all of the requirements outlined in Section L.5.

RESPONSE NO 8. Section L.5 - Quality Assurance Program Plan (QAPP) (pg. L-2) - Follow the latest guidance EPA QA/R-2 (August 1994, Draft Interim Final) when responding to Section L.5 Quality Assurance Program Plan.

Question No. 9 - Attachment 7 - Instructions for the Preparation of Cost Proposals (pg. 7-4) - In this section, there is a reference to an option quantity increase that appears to be in the total amount of 155,000 hours; however, the P-Level portion is incomplete. Is an option quantity to be in this RFP and if so, how many quantities and what is the correct breakdown of hours. Also if there is to be an option quantity of hours, should there also be a breakdown by ODC and travel?

RESPONSE NO. 9 - Attachment 7 - Instructions for the Preparation of Cost Proposals (pg. 7-4)

All references to option quantities are hereby deleted.

Question No. 10 - Attachment 7 - Instructions for the Preparation of Cost Proposals (pg. 7-

4) - Please clarify that the total hours for the 2-year base (110,000 hours) and for the 1-year option (55,000 hours) are correct and total 165,000 hours.

RESPONSE NO. 10- Attachment 7 - Instructions for the Preparation of Cost Proposals (pg. 7-4

Yes, there are a total of 165,000 hours - 110,000 in the 2 year base period and 55,000 hours in the option year.

Question No. 11 - Section L.5, L.6, L.7 and L.13 of the RFP (“Instructions, Conditions and Notices to Offerors”) state that the offerors shall submit a QA Program Plan, a QA Project Plan, and Organizational Conflict of Interest Plan, and a Subcontracting Program Plan with their proposal. Sections M.3, M.4, M.5 and M.6 state that these plans will be evaluated as “acceptable or unacceptable” as part of the overall evaluation of the offeror’s proposal.

However, neither M.7 (“Evaluation Factor for Award”) nor Attachment 1 (“Instructions for the Preparation of Technical Proposals”) specify where the plans referenced in Sections L and M should be located. Further, Attachment 7 (“Instructions for the Preparation of Cost Proposals”) does not mention these plans as required in the Cost Volume of the offeror’s proposal.

- In which volume shall these plans be located?
- If the plans are to be included in the written Technical Volume, do they count as part of the 50 page limit? (Attachment 1, Section I.A.1 does not refer to any plan as included in the page limit).
- If the plans are part of the Oral Presentation, are they included as part of the 50 page limit? (Attachment 1, Sections I.B.4. A through E do not refer to any of the plans as a part of the Oral Presentation contents nor contributing to the 50 page presentation.)
- (a) If the plans are to be evaluated only as “acceptable or unacceptable,” can the EPA explain how it will incorporate these plans into sections of the proposals -- either technical or oral -- that are scored competitively? (B) Does the EPA imply that since the Cost Proposals are scored according to their “cost realism” (i.e., acceptable or unacceptable’), the plans should be placed in the cost Proposal volume of the offeror’s response?

RESPONSE NO. 11 - These plans are not part of the Cost or Technical Proposal. These plans are to be submitted separately and will not contribute to the 50 page limit.

Question No. 12 - Section L.14 references EPA recommended subcontracting goals for the procurement. Does the EPA intend that the recommended goals for small businesses, small disadvantaged businesses, and women-owned small businesses constitute (1) a percentage of the total level of effort exercised under the contract, or (2) a percentage goal within the level of effort that the prime intends to subcontract to its team members. Please clarify.

RESPONSE NO. 12 - It is a percentage goal within the level of effort that the prime intends to subcontract to its team members.